

# **Surplus Stock Formula Acknowledgment Form WIC-388**

**Purpose:** To gain acknowledgement and agreement from WIC parents / legal guardians / caretakers that they are receiving formula from a surplus supply that is available directly from the local agency or another clinic in the district.

**Reference:** FDS 03.2.2

**Procedure:** Complete the form as follows:

1. **Parent / Legal Guardian / Caretaker name-** Print the name of the parent / legal guardian or caretaker's name.
2. **WIC participant name-** Print the name of the WIC participant.
3. **Date-** Enter the date the surplus stock special infant formula is issued.
4. **Formula name-** Enter the name of the formula that the participant shall receive from the surplus stock.
5. **WIC ID Number-** Enter the participant's WIC ID number.
6. **Parent / Legal Guardian / Caretaker signature-** Parent / legal guardian or caretaker shall sign the acknowledgment form.

Issuance: When surplus stock formula is provided by a local agency to a WIC participant.

Disposition: To be scanned into Crossroads

**Surplus Stock Formula  
Acknowledgment Form  
WIC-388**

I, \_\_\_\_\_, as the parent /  
(Print your name)

legal guardian or caretaker of \_\_\_\_\_,  
(Print name)

a Virginia WIC participant, do acknowledge and accept that I am receiving formula directly from my local WIC agency. I understand that the formula is from a surplus amount that was available from my clinic or another clinic in my district.

Date: \_\_\_\_\_

Formula Name: \_\_\_\_\_

Number of Cans/Bottles Issued: \_\_\_\_\_

WIC ID Number: \_\_\_\_\_

Parent / Legal Guardian / Caretaker's Signature:

\_\_\_\_\_